

Windows Shortcuts to Success

Use your keyboard for faster Windows control

Most Windows Programs

Save the current document
<Ctrl>-S

Open a new document
<Ctrl>-O

Undo the last thing you did
<Ctrl>-Z or <Alt>-<Backspace>

Undo the last undo
<Ctrl>-Y

Select the entire current document
<Ctrl>-A

Delete the selection and move it to the clipboard
<Ctrl>-X

Copy the selection to the clipboard
<Ctrl>-C

Paste the clipboard's contents into the current program
<Ctrl>-V

Open the Print dialog box
<Ctrl>-P

Turn italics on or off
<Ctrl>-I

Turn bold on or off
<Ctrl>-B

Turn underlining on or off
<Ctrl>-U

Launch a program's search or find tool
<Ctrl>-F

Move the cursor to the beginning of document
<Ctrl>-<Home>

Move the cursor to the end of document
<Ctrl>-<End>

Switch between open windows
<Alt>-<Tab>

PCW-15-0023

www.pcworld.com

Windows Shortcuts to Success

Use your keyboard for faster Windows control

Internet Explorer

Go to the Address bar
<Alt>-D

Refresh the current Web page
<F5> or <Ctrl>-R

Refresh current Web page regardless of time-stamps
<Ctrl>-<F5>

Stop downloading a Web page
<Esc>

Show or hide the Search bar
<Ctrl>-E

Open the Find dialog box
<Ctrl>-F or <F3>

Show or hide the History bar
<Ctrl>-H

Show or hide the Favorites bar
<Ctrl>-I

Add current page to Favorites
<Ctrl>-D

Toggle full-screen mode on or off
<F11>

Open a new browser window
<Ctrl>-N

Go to your Home page
<Alt>-Home

Open the Open dialog box to go to another Web site
<Ctrl>-O or <Ctrl>-L

Go backward
<Alt>-left arrow

Go forward
<Alt>-right arrow

www.pcworld.com